

CONFIDENTIAL

File 29711

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DEC 3 1955

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT: Proposed Revision of Chapter V, HB [redacted]
Correspondence Style and Procedures

1. Attached is a draft of a proposed revision of Chapter V, HB [redacted]. This revision incorporates into the handbook subject matter from the following references:

Origin and Subject
of Reference

Paragraph Into
Which Subject
Matter Has Been
Incorporated

Executive Assistant to the DCI memorandum of 23 December 1955, pertaining to recommendations stated in memoranda addressed to the DCI or DDCI.

117a

Executive Assistant to the DCI memorandum of 6 February 1956, pertaining to identifying the nature of memoranda addressed to the DCI or DDCI.

112a

Notice No. [redacted] of 9 September 1953, regarding correspondence prepared for the signature of the Deputy Director.

115

2. The subject matter in the executive Assistant's memoranda is included in the proposed revision to provide for wider dissemination of these instructions. This was requested by the Clerical Training Staff, Office of Training.

3. Notice No. [redacted] is one of the three regulations you referred to in your 13 November 1956 memorandum to me, concerning the status of regulations in my area of responsibility. The other two issuances, [redacted] dealing with forms control, will be combined for issuance as a handbook. I expect to forward a draft of this handbook for your approval by about 20 December 1956.

VERIFIED

[redacted]
Chief, Management Staff

ATTACHMENT:

Revised Chapter V, [redacted]

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